Under the direct supervision of the Chief, Administration Section, the incumbent will be responsible for a number of responsibilities that support contractor reimbursement and fiscal tracking.   The duties include but are not limited to:

80%   Review invoices from contractors for accuracy, ensure reported expenditures are appropriate and budgeted line items are not exceeded and when necessary followup with contract monitors to resolve problems/errors. Prepare and forward invoices to the DHS Accounting Section for payment. Post, verify, balance, and adjust accounts. Provide technical and administrative consultation to contract monitors and contractors on proper reimbursement/accounting procedures. Maintain a familiarity with invoice processing procedures as stated in the State Administrative Manual and the Department of Personnel Administration Manual and develop a familiarity with local health department accounting procedures.   Support the contract monitors by maintaining expenditure and contract revisions/amendments/data for all current and closed contracts.   Maintain contract files, track contractor compliance and review proposed contract budgets for accuracy. Liaison between DHS Accounting Section and program to coordinate a timely processing for contractor reimbursements and problem resolution.   Research, analyze and prepare correspondence for the resolution of expenditure/coding issues.

10%   Develop a thorough understanding of CALSTARS for the purpose of coding, monitoring, and reconciling program expenditures and reviewing CALSTARS reports from DHS Accounting Section. Provide the program with technical assistance and training on the use and interpretation of CALSTARS reports and procedures. Develop written correspondence to DHS Accounting Section on CALSTARS related issues.

5%   Prepare accounting and statistical reports and help maintain various fiscal and tracking databases.

5%   Other duties as required.

File=h\…\mstduty.word 8/22/99